

Message Text

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11

ACTION DRC-01

INFO OCT-01 EA-10 ISO-00 L-03 OMB-01 SCA-01 PER-03 OC-05

MED-03 FSE-00 OPR-02 SY-05 /035 W

----- 113992

R 070928Z AUG 75

FM AMEMBASSY BANGKOK

TO SECSTATE WASHDC 9254

UNCLAS SECTION 1 OF 3 BANGKOK 16306

E.O. 11652: N/A

TAGS: AINF, OGEN

SUBJECT: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

REF: STATE 172353

RECORD SYSTEM #1

I - CENTRAL SUBJECT FILES

II - TRAVEL, PERSONNEL AND VISITS FILES

III - SAME ABOVE

IV - FEDERAL RECORDS ACT OF 1950, FAM

V - OTHER US MISSION AGENCIES WHO HAVE LEGITIMATE NEED.

VI - A. FILE FOLDERS

B. NAME

C. PHYSICAL SECURITY

D. TWO YEARS

VII - ADMIN OFFICER

VIII - INDIVIDUAL, OTHER USG AGENCIES.

RECORD SYSTEM #2

I - BANGKOK REGIONAL DIPLOMATIC COURIER OFFICER

PERSONNEL FILES

II - PERFORMANCE RAW DATA FILE

III - COURIER TRIP REPORTS AND PERSONNEL ACTIONS

IV - FAM

V - NONE

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VI A. FILE FOLDERS

B. ALPHABETICALLY BY NAME

C. SAFE

D. ALL PERFORMANCE RELATED RECORDS DESTROYED END OF
RATING PERIOD. ROUTINE PERSONNEL ACTIONS DESTROYED
UPON DEPARTURE OF INDIVIDUAL FROM POST.

VII - RDCO

VIII - INDIVIDUAL

RECORD SYSTEM #3

I - HEALTH RECORDS

II - USG EMPLOYEES IN BANGKOK

III - MEDICAL RECORDS, TREATMENT HISTORY

IV - FAM

V - DOCTORS AND NURSES

VI A. FILE FOLDERS (US ARMY CLINIC)

B. NAME

C. LOCKED ROOM CONTROLLED BY FILE CLERK AND PERSONNEL
SCREENING.

D. FORWARDED TO NEXT POST UPON DEPARTURE.

VII - US ARMY HOSPITAL DIRECTOR (WHERE FILES ARE
PHYSICALLY LOCATED) AND REGIONAL MEDICAL OFFICER.

VIII - INDIVIDUAL, RMO.

RECORD SYSTEM #4

I - FADPC PAYROLL RECORDS

II - USG EMPLOYEES ATTACHED TO EMBASSIES AND CONSULATES
IN THE SEVENTEEN COUNTRIES SERVICED BY FADPC.

III - NAME, SSN, PAYROLL DATA INCLUDING PERSONNEL
ACTIONS, AUTHORITY TO PAY AND ALLOTMENT INFORMATION.

IV - FAM 3 AND 4

V - PERSONNEL AND BUDGET PERSONNEL OF AGENCIES SERVICED.

VI A - PAYROLL RECORDS ON MAGNETIC TAPE, T&A CARDS RETURNED
TO POST; ALLOTMENTS & AUTHORITY TO PAY IN FILE FOLDERS.

B. RETRIEVED BY SSN.

C. TAPES KEPT IN COMPUTER ROOM; ACCESS BY AUTHORIZED
PERSONNEL. BACK UP TAPES KEPT IN VAULT.

D. UPDATED EVERY TWO WEEKS; PERSON'S NAME IS REMOVED
FROM RECORD UPON TRANSFER.

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VII - PAYROLL BRANCH CHIEF AND DIRECTOR FADPC.

VIII - PAYROLL RECORDS FROM POST, B&F OFFICE AND PERSONNEL
RECORDS.

RECORDS SYSTEM #5

I - WARDEN SYSTEM

II - UNOFFICIAL AMERICAN COMMUNITY.

III - NAMES, HOME ADDRESS AND TELEPHONE NUMBER,
BUSINESS ADDRESS AND TELEPHONE NUMBER AND NUMBER OF
DEPENDENTS.

IV - E&E PLAN

V - PART OF E&E PLAN; SETS UP WARDEN DISTRICTS. ACCESS
IS ADMIN AND SECURITY SECTIONS OF EMBASSY.

VIA - STORAGE AT FADPC ON MAGNETIC TAPE AND PUNCH CARDS.

B. NAME

C. PERSONNEL SCREENING

D. RETAINED UNTIL INDIVIDUAL LEAVES COUNTRY.

VII - RSO

VIII - RSO AND INDIVIDUAL.

RECORD SYSTEM #6

I - GSO (CUSTOM & SHIPPING) TRAVEL AND SHIPPING FILE.

II - ALL US MISSION PERSONNEL

III - TRAVEL AUTHORIZATION (INCOMING AND OUTGOING),
SHIPPING DOCUMENTS FOR HHE, POV INFORMATION
KREGISTRATION, TRANSFER, SALE, ETC).

IV - FAM 6

V - ALL AGENCIES SERVICED BY CUSTOM & SHIPPING UNIT.

VI A - FILE FOLDERS IN CUSTOM & SHIPPING AND THE WAREHOUSE.

B. NAME

C. LOCKED FILE CABINETS

D. 2 YEARS AFTER DEPARTURE OF INDIVIDUAL.

WHITEHOUSE

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ACTION DRC-01

INFO OCT-01 EA-10 ISO-00 L-03 OMB-01 PER-03 MED-03 SCA-01

OC-05 FSE-00 OPR-02 SY-05 /035 W

----- 114073

R 070928Z AUG 75

FM AMEMBASSY BANGKOK

TO SECSTATE WASHDC 9255

UNCLAS SECTION 2 OF 3 BANGKOK 16306

E.O. 11652: N/A

TAGS: AINF, OGEN

SUBJECT: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

RECORD SYSTEM #7

I - GSO PERSONAL CUSTODY AND INVENTORY RECORDS.

II - US MISSION PERSONNEL (STATE, DEA, GAO, DAO, FADPC, AEHA).

III - PROPERTY ISSUED AND ON LOAN TO INDIVIDUALS.

IV - FAM 6

V - US MISSION PERSONNEL SERVICED BY GSO.

VI A - FILE FOLDERS

B. NAME

C. BAR LOCK CABINETS.

D. AS REQUIRED BY RECORDS MANAGEMENT HANDBOOK.

VII - PROPERTY OFFICER

VIII - RECORD CARDS AND WRITTEN REQUESTS FROM INDIVIDUALS.

RECORD SYSTEM #8

I - AGRICULTURAL ATTACHE PERSONNEL FILE

II - EMPLOYEES OF THE AGRICULTURAL ATTACHE OFFICE.

III - PERSONNEL AND BIOGRAPHIC

IV - FASR (AGRICULTURAL ATTACHE OFFICE).

V - AGRICULTURAL ATTACHE

VI A - FILE FOLDERS

B. NAME

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C. SAFE AND FILE CABINET IN AGRICULTURAL ATTACHE OFFICE.

D. TWO YEARS AFTER DEPARTURE OF INDIVIDUAL.

VII - AGRICULTURAL ATTACHE.

VIII - INDIVIDUAL; USDA; REFERENCES.

RECORD SYSTEM #9

I - AMERICAN EMPLOYEES HEALTH ASSOCIATION PERSONNEL RECORDS.

II - INFORMATION ON EMPLOYEES OF AEHA.

III - EMPLOYMENT RECORDS.

IV - FAM

V - AEHA

VI A - FILE FOLDERS.

B. NAME

C. SAFE AT AEHA.

D. TWO YEARS AFTER DEPARTURE OF INDIVIDUAL.

VII - AEHA DIRECTOR AND ADMIN OFFICER

VIII - INDIVIDUAL.

RECORD SYSTEM #10

I - AMERICAN EMPLOYEES HEALTH ASSOCIATION (AEHA) CLIENTS

FILES.

II - AMERICAN CITIZENS IN THAILAND USING THIS MEDICAL FACILITY.

III - MEDICAL DATA.

IV - FAM

V - THERAPIST. WILL BE FOREWARDED TO ANOTHER DOCTOR IF
PROPER RELEASE DOCUMENTS PRESENTED.

VI A - FILE FOLDERS.

B. NAME

C. SAFE AT AEHA.

D. DESTROYED AFTER TWO YEARS.

VII - AEHA THERAPIST AND ADMIN OFFICER

VIII - INDIVIDUAL.

RECORD SYSTEM #11

I - CONSULAR SECTION ALPHABETICAL CARD FILE ON AMERICAN
CITIZENS ABROAD.

II - FORMAL AND INFORMAL REGISTRATION CARDS, PASSPORT
LOOKOUT CARDS AND CROSS-REFERENCE CARDS ON US CITIZENS
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WHO HAVE HAD CONTACT WITH THE EMBASSY CONSULAR SECTION.

III - SAME AS ABOVE.

IV - FAM 8

V-ALL USG AGENCIES WHO HAVE LEGITIMATE NEED.

VI A - HARD COPY

B. NAME

C. PHYSICAL SECURITY - BAR LOCK CABINETS

D. RECORDS MANAGEMENTS HANDBOOK (DISPOSAL INSTRUCTIONS).

VII - CONSULAR OFFICER

VIII- INDIVIDUAL AND INFORMATION FROM PASSPORT OFFICE.

RECORD SYSTEM #12

I - CONSULAR SECTION ALPHABETICAL CORRESPONDENCE FILE
ON US CITIZENS

II - AMERICAN CITIZENS WHO HAVE HAD MEANINGFUL CONTACT
WITH THE CONSULAR SECTION.

III - APPLICATION FOR EMERGENCY LOANS, REPORTS OF
DEATHS, INDIVIDUAL ESTATE CASES, ARREST CASES, MEDICAL
EVACUATION CASES, FINANCIAL ASSISTANCE CASES, VETERANS
CASE RECORDS, FEDERAL BENEFITS CASE FILES, WELFARE

WHITEHOUSE

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11

ACTION DRC-01

INFO OCT-01 EA-10 ISO-00 L-03 OMB-01 SCA-01 PER-03 OC-05

MED-03 FSE-00 OPR-02 SY-05 /035 W

----- 114166

R 070928Z AUG 75

FM AMEMBASSY BANGKOK

TO SECSTATE WASHDC 9256

UNCLAS FINAL SECTION 3 OF 3 BANGKOK 16306

E.O. 11652: N/A

TAGS: AINF, OGEN

SUBJECT: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

WEREABOUT CASE FILES, SEAMEN'S CASE FILES.

IV - FAM 7

V - ALL USG AGENCIES WHO HAVE LEGITIMATE NEED.

VI A - FILE FOLDERS

B. NAME

C. PHYSICAL SECURITY - BAR LOCK CABINETS.

D. RECORDS MANAGEMENT HANDBOOK (DISPOSAL INSTRUCTIONS).

VII - CONSULAR OFFICE

VIII - INDIVIDUAL, OFFICE OF SPECIAL CONSULAR SERVICES,

LOCAL GOVERNMENT OFFICIALS.

RECORD SYSTEM #13

I - CONSULAR SECTION RECORD OF AMERICAN CITIZENS KNOWN TO BE IN THAILAND AND THEIR RESIDENCES.

II - SAME AS ABOVE.

III - SAME AS ABOVE.

IV - NONE

V - AGENCIES AND INDIVIDUALS WITH LEGITIMATE NEED TO KNOW.

VI A - COMPUTER

B. NAME

C. PERSONNEL SCREENING.

D. AS LONG AS INFORMATION IS CURRENT.

VII - ADMIN OFFICER

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VIII - INDIVIDUAL.

RECORD SYSTEM #14

I - PASSPORT AND CITIZENSHIP CASE FILE
II - AMERICAN CITIZENS WITH PENDING PASSPORT APPLICATIONS,
PENDING REPORTS OF BIRTH, PENDING REGISTRATION.
III - BIOGRAPHIC LOCATION DATA AND OCCUPATION RECORDS.
IV - FAM 8
V - ALL USG AGENCIES WHO HAVE LGITIMATE NEED.
VI A - FILE FOLDERS
B. NAME
C. PHYSICAL SECURITY - BAR LOCK CABINETS
D. RETAINED UNTIL FINAL ACTION COMPLETED.
VII - CONSULAR OFFICE
VIII - INDIVIDUAL

RECORD SYSTEM #15

I - CONSULAR SECTION VISA CARD FILE
II - ALIENS WHO HAVE BEEN ISSUED IMMIGRANT VISAS.
III - BIOGRAPHIC DATA, CATEGORY OF VISA AND DATE OF ISSUANCE.
IV - FAM 9
V - ALL USG AGENCIES WHO HAVE LEGITIMATE NEED.
VI A - HARD COPY
B. NAME
C. PHYSICAL SECURITY - BAR LOCK CABINETS.
D. ONE YEAR FROM DATE OF ISSUANCE OF VISA.
VII - CONSULAR OFFICE
VIII - INS AND CONSULAR OFFICE

RECORD SYSTEM #16

I - SECURITY INVESTIGATIVE RECORDS/INDEX CARDS
II - RECORDS MAINTAINED CONCERNING DOS EMPLOYEES ON
SPECIAL INVESTIGATIONS, UPDATING INVESTIGATIONS, RCI
INVESTIGATIONS AND OTHER SPECIFIC INVESTIGATIONS AS
DIRECTED BY DEPT OF STATE (SY). COPIES OF THESE RECORDS
ARE MAINTAINED IN DEPT OF STATE (SY).
III - SPECIAL INVESTIGATIONS FOR SECURITY CLEARANCE
ON APPLICANTS OF OTHER USG AGENCIES.
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IV - E.O. 10450
V - USG AGENCIES ON A NEED TO KNOW BASIS.
VI A - FILE FOLDERS/INDEX CARDS
B. NAME, SUBJECT, CHRONOLOGICAL
C. PHYSICAL SECURITY, SAFE CONTAINERS, 24-HOUR MSG COVERAGE.
D. INDEFINITELY.
VII - REGIONAL SECURITY OFFICER
VIII - PREVIOUS EMPLOYERS, EDUCATIONAL INSTITUTIONS,

NEIGHBORHOOD SOURCES, PERSONAL ACQUAINTANCES, EMPLOYEES
OF INDIVIDUAL (I.E., SERVANTS).
WHITEHOUSE

UNCLASSIFIED

NNN

Message Attributes

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Current Classification: UNCLASSIFIED
Concepts: n/a
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Draft Date: 07 AUG 1975
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
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Disposition Reason:
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06 JUL 2006

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TAGS: AINF, OGEN
To: STATE
Type: TE
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